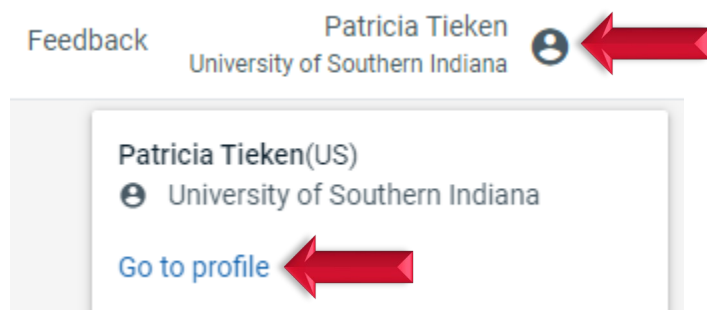


Adding a USI Travel Card to an Egencia Account

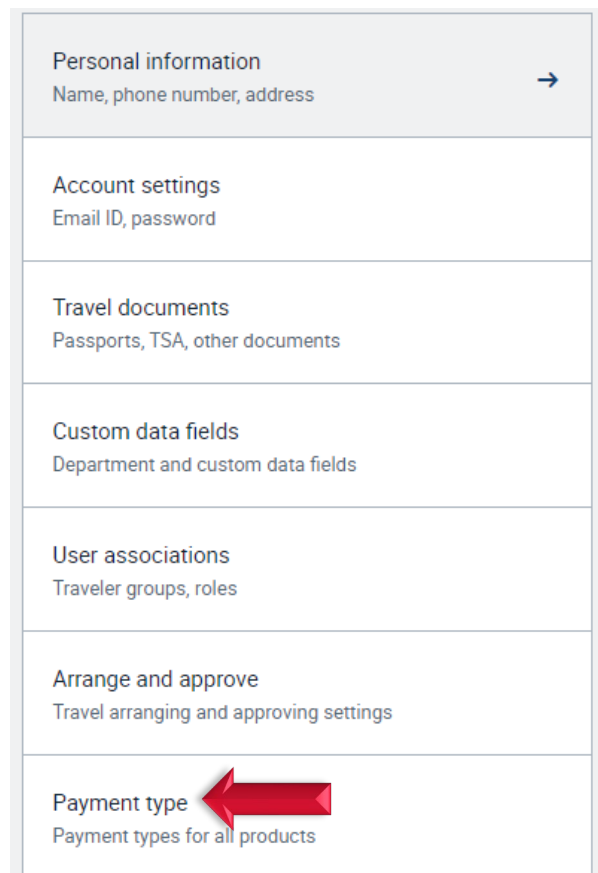
Step 1

Locate and click **Your Name** in the upper-right hand corner. Then select **Go to profile**.



Step 2

Find and then click **Payment type** in the left-hand column.



Step 3

Click **Add credit card**.

Payment type

Credit cards

You can also pay using your credit card. Right now, we don't have any card saved with us.

Add credit card



In the **Payment type** section, enter the remaining prompted information (i.e., Card number, Expiry date, Card Description, Mobile number, and Billing address).

- Note: A good card description would be **Archie's USI TCard**
- Note: The billing address is **8600 University Blvd, Evansville, IN 47712**